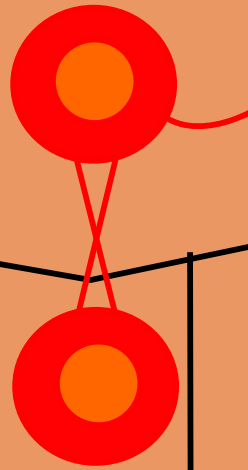


Email Etiquette



Contents:

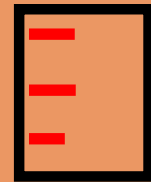
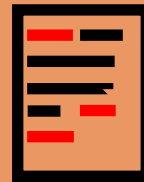
1. A Clear Subject

A clear subject ensures that the reader knows the importance of the email



2. Short and to the Point

Important details can get lost if there is too much fluff



3. Send a Follow-Up if Necessary

Inboxes can get crowded and people lose track of emails. Don't be afraid to send a follow up.

